



**EPA Performance Appraisal and Recognition System  
Performance Plan Coversheet  
AFGE Bargaining Unit**

Employee Name Shelley Puleo	Title, Series, Grade GS-028-12
Performance Period October 1, 2014 – September 30, 2015	Organizational Location Reg.1-OEP

**PRIVACY ACT STATEMENT**

The maintenance of this information is governed by Privacy Act system of records OPM/GOVT-2. The authority for the maintenance of this system is 5 U.S.C. 1104, 3321, 4305, and 5405, and Executive Order 12107. This information is required. Not providing this information may hinder the Agency's ability to process personnel actions concerning you. This information is used to define the critical elements, performance standards, and performance measures directly related to your job. It will be used to document your mid-year review, any other reviews, and your end of year rating. The information may also be used in connection with selection for and publication of cash and honor awards; other personnel actions based on performance such as training and development decisions; the hiring or retention of an individual or the issuance of other benefits; relevant judicial or administrative proceedings; law enforcement purposes; personnel research or survey purposes; and negotiated grievance procedures. Disclosure may also be made to the MSPB, the EEOC, and other Federal agencies for purposes authorized by law; to a Congressional office at your request; and to officials of labor organizations when relevant and necessary to their duties as exclusive representatives of Federal employees. This is a summary of the routine uses for these records. For a full description of this system notice, including routine uses, see 65 FR 24737 (Apr. 27, 2000).

**Do Not Remove this Coversheet until the Entire Form Is Placed in the Employee Performance  
File in the Servicing Human Resources Office.**



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Performance Period: 10/1/14 – 9/30/15	Organizational Location: Reg.1-OEP

**SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS**

My supervisor and I have discussed the critical elements that I will be rated upon during the course of this rating period.

<b>Employee's Signature and Date</b>	<b>Supervisor's Signature and Date</b>
Individual being rated is a: * Supervisor      * Manager      * Team Leader      * Employee	

**Linking CEs:** It is important that critical elements (CE's) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: *This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.*

**Indicate which Strategic Plan Goal(s) is/are linked to the Critical Elements for this position:** Goal 2: Protecting America's Waters

**SECTION 2. PROGRESS REVIEW(S)**

	Mid Year Review ( <i>Required</i> )	“Other” Review ( <i>Optional</i> )	“Other” Review ( <i>Optional</i> )
<b>Supervisor's Initials and Date</b>			
My supervisor and I have discussed my performance for this period in relation to my performance standards and measures.			
<b>Employee's Initials and Date</b>			<b>Employee Comments</b> attached      not attached

**SECTION 3. END OF YEAR RATING**

<b>Summary Rating Levels*</b> * Outstanding      * Minimally Satisfactory * Exceeds Expectations      * Unacceptable * Fully Successful * See next page for definitions and additional guidance	<b>Learning and Development</b> My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP). * is attached      * is not attached
My supervisor and I have discussed my performance for the fiscal year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.	
Supervisor's Signature and Date	Employee's Signature and Date Employee Comments * attached      * not attached
Higher Level Supervisor's Signature and Date	



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**Definitions of Summary Rating Levels**

**Non-responsive, deliberative process, personal privacy**

**Non-responsive, deliberative process, personal privacy**

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**CE 2:** Supports NPDES permitting by maintaining administrative record for Non-responsive, deliberative process, personal privacy Merrimack Station, and other NPDES permits as assigned.

Assumptions: Training is provided for use of admin. record database.

**Employee Performance Must be Evaluated against the Agency Benchmark Standards.**

**Measures and Metrics:**

Records are entered into database for Merrimack Station Non-responsive, deliberative process, personal privacy on a weekly basis.

Electronic copies are made for each record and attached to database.

Hard copy of each record is assigned an administrative record number. Hard copies are organized and maintained in permit file.

Attends permit status meetings as requested.

**Supervisor's Notes:** \*

**\* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unacceptable.**

Rating: ☐ Outstanding ☐ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unacceptable



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